

## RULE XVII

### GLOSSARY

#### SECTION 17.1.1 DEFINITIONS

For the purpose of these Rules, the following definitions shall apply. Wherever used, the singular shall include the plural and the plural the singular. The word "shall" shall be construed as mandatory, and the word "may" as permissive or discretionary.

<u>Applicant:</u>	A person who has filed a formal application for employment.
<u>Appointing Authority:</u>	The elective or appointive officer of a department, office, board or commission of County government who has the power by County Charter or by lawfully delegated authority to make appointments to or remove persons from positions.
<u>Appointment:</u>	The act of appointing or placing a person in a non-elective position of a class. All County appointments are made in accordance with these Rules to authorized classes of permanent or temporary positions.
<u>Biweekly Rate:</u>	See Compensation Ordinance.
<u>Board:</u>	As used in these Rules, the Board of Supervisors of the County of San Diego.
<u>Candidate:</u>	A person whose application for employment has been accepted as meeting the minimum qualifications and general requirements for County employment.
<u>Certification:</u>	The act of the Director submitting names of eligibles from an employment list for appointment consideration.
<u>Certified Temporary Appointment:</u>	The temporary appointment of a qualified person to a vacant position after certification from an employment list.
<u>Charter:</u>	Charter of the County of San Diego.
<u>Class:</u>	The job title of a position or group of positions containing duties and responsibilities as determined by the Director, to be sufficiently similar or so related that the same education, training, experience, knowledge and ability is required of the incumbent; the same tests of fitness can be used to select qualified individuals; and the same salary range or rate of compensation can be applied. All positions in the Classified Service are assigned to a class by the Director.

<u>Classification:</u>	When used as a noun, synonymous with class. (See Class) Also used to refer to the personnel process used to classify new positions or reclassify existing positions. (See Classify and Reclassify)
<u>Classification Adjustment:</u>	See Reclassification.
<u>Classified Service:</u>	All positions not specifically included in the Unclassified Service as defined in Section 908.2 of the County Charter.
<u>Classify:</u>	The act of assigning a new position or positions to a class based on an analysis of the duties, responsibilities and requirements of the position by the Director.
<u>Class Specification:</u>	The official description of the primary duties, responsibilities and requirements of a class.
<u>Commission:</u>	As used in these Rules, the San Diego County Civil Service Commission.
<u>Compensation:</u>	Any salary, wage, fee, allowances, or all other forms of valuable consideration including benefits earned or paid to an employee by reason of service in a position.
<u>Continuous Service:</u>	County employment uninterrupted by separation.
<u>County:</u>	San Diego County government.
<u>County Service:</u>	In the employ of San Diego County Government.
<u>Days:</u>	Calendar days.
<u>Demotion:</u>	A change in appointment to a class having a lower top prescribed pay rate.
<u>Department:</u>	A major administrative branch of the County organization headed by an elective or appointive official.
<u>Department of Human Resources</u>	The County Department responsible for administering the County personnel system in accordance with merit principles and the County's Charter and for maintaining these Rules. (Amended 8-20-96)
<u>Director:</u>	As used in these Rules, refers only to the Director, Department of Human Resources. (Amended 8-20-96)
<u>Dismissal:</u>	The involuntary termination of an appointment and the removal of an employee from a position in accordance with Rule VII.

<u>Eligible:</u>	Persons who the Director has deemed qualified to perform the work of a class and whose name appears on an official employment list.
<u>Eligible List:</u>	Same as an employment list.
<u>Eligibility List:</u>	Same as an employment list.
<u>Employee:</u>	A person holding a position in the County service.
<u>Employment List:</u>	A roster containing the names of persons qualified to perform the work of a specific class. The Director certifies candidates as eligible for appointment from a reinstatement, regular, seasonal, reemployment or transfer employment list.
<u>Employment Status:</u>	The permanent or temporary nature of an appointment.
<u>Equal Opportunity Management Office</u>	The County office responsible for developing, implementing, monitoring and maintaining equal opportunity programs and activities of all County departments and County contractors for compliance with Federal, State and County laws, mandates, policies and the Consent Decree. (Added 8-20-96)
<u>Examination:</u>	Any competitive means of measuring the qualifications and relative fitness of applicants for employment.
<u>Full Certification:</u>	The normal and maximum number of names certifiable, from an employment list, that can be considered for an appointment.
<u>Holidays:</u>	See Compensation Ordinance.
<u>Hourly Rate:</u>	See Compensation Ordinance.
<u>Hours:</u>	See Compensation Ordinance.
<u>Immediate Family:</u>	See Compensation Ordinance.
<u>Incumbent:</u>	The individual serving in a position.
<u>Lateral Transfer:</u>	A change in appointment with no change in top prescribed pay rate.
<u>Layoff:</u>	Involuntary termination of an appointment due to a reduction of the County work force.
<u>Leave of Absence:</u>	Authorization to be absent from duty for a specified period and purpose.

<u>Military Leave:</u>	The leave of absence granted by State law to employees ordered to active duty in the armed forces of the United States.
<u>Office of Employee Services:</u>	See Department of Human Resources.
<u>Paid Service:</u>	Actual time worked, including paid holidays, paid leaves of absence, and compensatory time off followed by a return to work.
<u>Pay Period:</u>	See Compensation Ordinance.
<u>Performance Test:</u>	Examination that has candidates perform a sample of the actual work that would be found on the job.
<u>Permanent Employment Status:</u>	The status gained by a person who has successfully passed a probationary period and has maintained continuous service in the Classified Service.
<u>Permanent Position:</u>	Any non-temporary position designated as such in the Compensation Ordinance. Synonymous with regular position.
<u>Permanent Probationary Employment Status:</u>	The status of an employee who has gained permanent status and who is serving a new probationary period in a different class or department.
<u>Personnel Department:</u>	See Department of Human Resources. (Amended 8-20-96)
<u>Position:</u>	A group of continuing duties and responsibilities assigned by an appointing authority and requiring the full-time or part-time employment of one individual.
<u>Position Status:</u>	The permanent or temporary nature of an authorized position as designated in the Compensation Ordinance.
<u>Present Employment:</u>	Most recent continuous service upon entry or re-entry into the County service. However, continuous service immediately prior to separation of a permanent employee because of disability retirement or layoff shall be counted in computing the duration of present employment if a permanent employee returns to County service within three years of separation.
<u>Probationary Period:</u>	A trial period during which an appointee is required to actually demonstrate ability to perform the duties and responsibilities of a position following permanent appointment from an authorized employment list.
<u>Promotion:</u>	A change in appointment to a class having a higher top prescribed pay rate.

<u>Provisional Temporary Appointment:</u>	The temporary appointment of a qualified person without certification or competition and in the absence of a Reinstatement or Regular Employment List for the class.
<u>Public Notice:</u>	Announcement of examinations, meetings, hearings and other actions of the Civil Service Commission or Department of Human Resources on bulletin boards in such offices. (Amended 8-20-96)
<u>Qualified Injured Worker:</u>	Any bi-weekly rate employee who, after January 1, 1975, became permanently incapable of performing the duties of their present classification and is recommended for transfer consideration by the Director, Department of Human Resources. (Amended 8-20-96)
<u>Reclassification:</u>	The act of assigning an existing authorized position to a different class based on an analysis of substantial changes in the continuing duties, responsibilities or requirements of the position as determined by the Director.
<u>Reemployment:</u>	The rehiring of a former employee.
<u>Reemployment List:</u>	An authorized employment list consisting of former employees who attained permanent employment status in a class, separated from County Service in good standing, and who wish to be rehired within a period of three years.
<u>Reinstatement:</u>	The reappointment of a person to make whole and accompanied with the restoration of seniority or rights.
<u>Reinstatement List:</u>	An authorized employment list containing the names of persons whose permanent appointment has been terminated, through no fault of the employee, who have reappointment rights to their former class.
<u>Resignation:</u>	Voluntary separation of an employee from County Service.
<u>Separation:</u>	The termination of an appointment and the removal of an employee from a position in County Service for any reason.
<u>Sick Leave:</u>	A type of authorized leave as defined in the Compensation Ordinance.
<u>Specification:</u>	See Class Specification.
<u>Suspension:</u>	An involuntary temporary absence without pay imposed by the appointing authority for disciplinary purposes.

Temporary Employment  
Status:

The status of a person who holds any type of temporary appointment subject to expiration and termination.

Transfer List:

An authorized employment list consisting of employees who are seeking lateral transfer or demotion.

Unclassified Service:

Includes all classes and positions in Section 908.2 in the County Charter exempted from the Classified Service. Persons serving in the Unclassified Service accrue no tenure and serve at the pleasure of the appointing authority.

Vacancy or Vacant  
Position:

Any unfilled authorized position.

Waiver:

The act of relinquishing a right.

Year:

365 consecutive days.